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Report for Week Ending 5 July 1956
from
FORMS MANAGEMENT BRANCH

1. DD/S Registry Detail - Mr. [REDACTED] assisted Mr. [REDACTED] in revising the suspense system used by DD/S Registry. Physical implementation of the revised system will be accomplished when the draft of anticipated changes have been reviewed and are concurred in by Miss [REDACTED]. 25X1A9a
2. Forms Contract - FY57 - Bids on this contract closed 28 June and were opened in OL/PD 29 June. Valid bids were received from McGregor and Werner, Inc. and McGregor Carbon Forms, Inc. Bids are being analyzed and prices compared. Samples will be subjected to exhaustive testing later. Inasmuch as this is a complex contract and many factors must be considered it is anticipated that 60-90 days may elapse before an award can be made. In the meantime items normally procured off the contract will be obtained from GOP on an individual contract basis. 25X1A9a
3. [REDACTED] Briefs (Form 1014 Test) - 1500 continuous short run (100 copy guarantee) offset masters were ordered for use of [REDACTED]. If test proves successful, system will be expanded to entire field where masters will be teletyped directly on the masters. This will save complete retyping and reediting by Headquarters.
4. Cable Forms - Completed the conversion of Cables Forms from Hectograph to offset, with a complete rewrite of specifications. Previous order for Forms 12, 12a and 12b on black hecto were canceled and a new requisition placed for a 12 ply outgoing Cable, (Form 12) a continuous one ply offset master for Incoming Cables handled by Cable Secretariat (Form 12a), an 8-ply Incoming Cable form for Cables received by the Message Center (Form 12a-1) and a supply of blank offset masters to provide reproducible file copies of both incoming and outgoing cables. Complete conversion of the system from hecto to offset should take place by September 15. At that time the hecto forms will be turned in and reissued for field use only. The new forms containing offset masters will be used by Headquarters only.
5. IAC-AHIP-WGIR
 - a. I attended the June meeting of AHIP and reported progress of WGIR to date.
 - b. Cdr. Bremer, has been appointed the new Navy member of WGIR and Chairman of the Defense Sub-Committee replacing Lt. Jones [REDACTED]. 25X9A5
 - c. I met with the Defense Sub-Committee 7/5/56 and outlined a new course of action to develop a common information report format for the 3 military services on an expedited basis.

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FOIA b3 b1

COMPLETED ACTIONS SUMMARY

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> | <u>NUMBER OF COPIES</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|-------------------------|
| New | 2 | 1 | 2 | 1 | 6 | 33,250 |
| Revision | - | 3 | - | 4 | 7 | 201,200 |
| Reprint | 1 | 5 | 4 | 4 | 14 | 240,000 |
| TOTAL | 3 | 9 | 6 | 9 | 27 | 474,450 |

At the end of the fiscal year 1877 forms were under control; 1512 CIA Forms and 365 forms of other government agencies, (including Standard Forms).

PENDING ACTIONS SUMMARY

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|
| New | 3 | 6 | 8 | 1 | 18 |
| Revision | 2 | 2 | 6 | 8 | 18 |
| Reprint | - | 5 | - | 10 | 15 |
| TOTAL | 5 | 13 | 14 | 19 | 51 |

Backlog has increased from slightly less than 3 weeks to 4 weeks.

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